



*Current Vacancies, 19.10.21*

## **Funeral Arranger – Bishop's Stortford**

Do you have a keen eye for detail and the desire to work in an organisation which is dedicated to the highest levels of customer service and care?

Daniel Robinson & Sons are seeking to recruit a Funeral Arranger/Administrator.

Key attributes include excellent interpersonal skills, keen attention to detail, the desire and ability to deliver high levels of customer service.

You will need to have first class administrative skills, grammar and be familiar with Microsoft Office, with the ability to learn how to use new software if required.

Having your own transport and a clean driving licence is essential, as it may sometimes be necessary to work at other branches.

A compassionate nature is required along with a flexible approach to working hours, the ability to multi-task and good time management to achieve daily tasks on schedule.

Previous experience in the funeral profession would be an advantage but is not essential as full training will be given to candidates who are new to the profession and can demonstrate that they meet the above criteria.

We are an independent family business, committed to training and development, looking to help every team member reach their full potential and providing opportunities for progression within the funeral industry.

This is a full-time position Monday-Friday 9.00am - 5.00pm.

[www.drobinson.co.uk](http://www.drobinson.co.uk)

Email: [jamie@drobinson.co.uk](mailto:jamie@drobinson.co.uk)

## Experienced Funeral Manager - Harlow

Are you forward thinking, ambitious and organised? We are seeking to recruit a FUNERAL MANAGER to work with us to maintain standards and take our company forward.

The successful candidate should be able to demonstrate the following abilities and skills:

- Excellent interpersonal skills with the willingness and ability to attend community events and liaise and build relationships with the range of other services with which we work on a daily basis
- Desire and ability to deliver high levels of customer service
- Experience in managing staff with excellent communication skills
- Good general I.T. skills
- Enthusiastic and energetic, with the ability to co-ordinate, lead and motivate others
- Flexibility to work out of office hours and travel to different locations to work, if necessary
- Have their own transport and a full driving license
- Problem solving
- Logistical ability to multitask and to effectively co-ordinate staff and vehicles
- Keen attention to detail with a good level of written English

**Ideally, we are seeking someone who has previous experience of the funeral profession, who has arranged and conducted funerals, however, training will be available to applicants who are new to the profession and can demonstrate enthusiasm for the role and that they could meet the criteria above.**

Participation in out of hour's telephone response rota may be a requirement of the role.

This is at times a demanding role and you will need to demonstrate tenacity and good time management to achieve daily tasks on schedule.

Excellent salary package and benefits for the successful applicant. Possible relocation package which could include accommodation for rent.

*Daniel Robinson & Sons are one of the leading independent family funeral directors in the UK. We are a progressive and award winning company, being named in 2016 in a London Stock Exchange publication as one of the 'Top 1000 Companies to Inspire Britain' and we were the first independent family funeral directors to achieve liP Gold. We are an equal opportunities employer.*

[www.drobinson.co.uk](http://www.drobinson.co.uk)

Email: [jamie@drobinson.co.uk](mailto:jamie@drobinson.co.uk)

## Casual Driver/Bearers – Bishop's Stortford

*applicants will need...*

A full UK Driver's Licence, with the driving experience and confidence to chauffeur hearses and limousines.

Good ad-hoc availability (this is casual work, daily/weekly hours vary and are subject to business need).

To be able to safely lift heavy items & clean vehicles.

To be well presented, with high standards of personal appearance.

To have the highest standards of customer service.

If you wish to apply, please telephone 01279 655477 or 01279 426990, during office hours and ask to speak with the manager, or email [enquiries@drobinson.co.uk](mailto:enquiries@drobinson.co.uk) with your details.